



*Consulate General of the United States of America*  
Non-Immigrant Visa Unit, Gießener Strasse 30, 60435 Frankfurt am Main

## **B-1 NON-IMMIGRANT VISA FOR VOLUNTEER SERVICE**

### **How to apply for a B-1 visa for Volunteer Service:**

Appointments may be scheduled by calling our Visa Information Service at **0900-1-850055** (€1.86/min., Monday – Friday 7am – 8pm) or online at: [www.usvisa-germany.com](http://www.usvisa-germany.com) (\$10, credit card required). Applicants for visitor visas should generally apply at the U.S. Embassy or Consulate with jurisdiction over their place of permanent residence. Although visa applicants may apply at any U.S. consular office abroad, it may be more difficult to qualify for the visa outside the country of permanent residence.

The purpose of this visa is service to one's neighbour and community. The validity of the visa may not exceed one year.

At the time of your personal interview the following documents must be submitted:

- a **passport** valid for at least the applicant's intended period of stay in the United States for German citizens; for certain other nationalities, the passport must be valid 6 months beyond the departure date);
- the **DS-156 Electronic Visa Application Form** (EVAF) must be completed for each applicant, regardless of age, online, and can be accessed at <http://evisaforms.state.gov>;
- a **form DS-157 (Supplemental Nonimmigrant Visa Application)**, to be filled out by all male nonimmigrant visa applicants between the ages of 16 and 45;
- one **photograph taken within the past 6 months**, for each applicant, including children (size: 5x5cm, white background, directly facing the camera, both ears visible);
- evidence of your **intention to leave** the U.S. after a temporary stay;
- evidence of having paid by bank transfer (*Überweisung*) the **non-refundable application fee** of \$100 for each application. The visa application fee must be paid on-line via Roskos & Meier: [www.visasystem.de](http://www.visasystem.de). If you do not have internet access, payment of the visa application fee can be made to the Embassy account at Dresdner Bank AG Berlin, Bankleitzahl 120 800 00, account number 40 512 576 00. The visa application fee must be paid in Euros – to obtain the current Euro amount required please check one of the following websites:

[http://www.roskosmeier.de/index.php?visa\\_en](http://www.roskosmeier.de/index.php?visa_en) or

[http://germany.usembassy.gov/germany/visa/processing\\_fee.html](http://germany.usembassy.gov/germany/visa/processing_fee.html)

The original receipt from the bank must be submitted with each application as proof of payment; cash will not be accepted;

- a self-addressed, stamped **envelope** large enough for your passport and all submitted documents (**regular** mail, please).

These additional documents should also be presented on the date of your visa interview:

A precise description of the program in which you wish to participate and proof of their non-profit status;

A letter from the organization stating the volunteer's name and date and place of birth; the foreign permanent residence address, the name and address of initial destination in the United States; and anticipated duration of stay. If visa is approved, this will be stapled in your passport for the Immigration Officer at the Port of Entry.);

Evidence of financing for this trip: (Savings; funds from parents; allowance, etc.);

Evidence of your plans upon completion of the volunteer service (Studienplatz, zukünftige Arbeitsstelle, etc.).

### **B-1 Visa for Volunteer Service** (except from Foreign Affairs Manual)

9 FAM 41.31, N9.1-5 - participants in Voluntary Service Programs

**a. Aliens participating in a voluntary service program benefiting U.S. local communities, who establish that they are members of, and have a commitment to, a particular recognized religious or non-profit charitable organization. No salary or remuneration shall be paid from a U.S. source, other than an allowance or other reimbursement for expenses incidental to the volunteer's stay in the United States.**

b. A "voluntary service program" is an organized project conducted by a recognized religious or non-profit charitable organization to provide assistance to the poor or the needy or to further a religious or charitable cause. The program may not, however, involve the selling of articles and/or the solicitation and acceptance of donations. The burden that the voluntary program meets the Department of Homeland Security (DHS) definition of "voluntary service program" is placed upon the recognized religious or non-profit charitable organization, which must also meet other criteria set out in the DHS Operating Instructions with regard to voluntary workers.

c. The consular officer must ensure that the written statement issued by the sponsoring organization is attached to the passport containing the visa for presentation to the Department of Homeland Security (DHS) officer at the port of entry. The written statement will be furnished by the alien participating in a service program sponsored by the religious or non-profit charitable organization and must contain DHS required information such as the:

- The volunteer's name and date and place of birth;
- Volunteer's foreign permanent residence address;
- Name and address of initial destination in the United States; and
- Volunteer's anticipated duration of assignment.